

## Saint Mary's College – POSITION SOURCE DOCUMENT

See *GUIDE TO WRITING A POSITION SOURCE DOCUMENT* for more specific information.

<b>HR USE ONLY</b>		
Date Received	Date Reviewed	Reviewer (initial/signature):
Recommendation: <input type="checkbox"/> Revise	Date:	Discussion with:                      Comments:
	<input type="checkbox"/> Approved as Position Description by (initial/signature):	Date:
Job Grade:		

Job Title: Public Safety Officer	Department: Public Safety
Supervisor's Title: Chief	
Developed by <input type="checkbox"/> incumbent <input checked="" type="checkbox"/> supervisor	
Name(s): Joe Smith	Date: 10/1/08

Provide a brief **summary** (2-4 sentences) of the purpose of the position:  
 Reporting to an assigned Sergeant, the Public Safety Officer is a non-sworn educational security officer position in compliance with Public Law 101 – 542 providing a safe environment for the campus community including building security, patrol of campus and response to emergency and non-emergency calls.

<b>Essential Functions/Major Areas of Responsibilities:</b> List in descending order of importance.		
<b>Function/Responsibility</b>	<b>Frequency</b> (D, W, M, Q, Y)	<b>% of Time</b>
1. Patrol Responsibilities: Provide proactive patrol & observation; patrol by foot, bike & vehicle; check for light outages, emergency phone checks, hazardous conditions, enforce parking, fire and crime prevention, engage in heavy public relations and public assistance.	D	50%
2. Response to Calls & Enforcement: Respond to calls for service, switchboard and radio communications and other areas of safety/security as required on assigned shift; monitor radio at all times; respond in a timely manner; look for violations of rules/regulations or safety & issue citations or warnings when appropriate.	D	15%

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3. Demonstrate knowledge of alarm systems, campus locations & regulations: burglar & fire alarms, office & facilities locations, SMC rules & regulations, Student Handbook, key SMC personnel, ability to access computer data bases.	D	10%
4. Building Security & Gate Duty: Lock and unlock buildings, check on scheduled classroom use, open necessary rooms; answer phones, dispatch via radio, provide directions & information, issue parking permits; screen incoming vehicles.	D	10%
5. Investigations & Report Writing: As assigned conduct thorough investigations, write thorough, complete and accurate reports, follow-up as appropriate.	M, Q, Y	10%
6. Community Relations & General Duties: volunteer for additional duties & overtime, attend assigned training & work special events; engage in proactive positive contacts with students, staff, faculty & visitors; wear proper uniforms, properly check out equipment, receive briefings, read reports and daily logs, complete vehicle sheets.	D	5%
7. Other Duties as Assigned		

### POSITION FACTORS

**Problem Solving/Analysis** (check one)

Recurring/routine  
 Uncommon variations  
 Complex problems in own work area  
 Complex problems spanning many areas/fields  
 Unique situations w/substantial significance  
 Strategic College-wide problems/issues

**Give specific examples of types of problems: Must be able to respond to emergency and non-emergency situations which involve using standard procedures but can escalate to hazardous situations. Know when to contact Shift Sergeant, Moraga PD or other emergency responders.**

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**Decision Making** (check one) Level of decisions:

Limited  
 Routine  
 Makes decisions regarding priorities  
 Makes decisions regarding programs  
 Establishes objectives for department  
 Initiates programs  
 Strategic decisions for College

**Give specific examples of types of decisions made: Most decisions are made based on standard practice, but can involve variations that usually impact others.**

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**Impact of Decisions** (check one)

Limited  
 Moderate  
 Important  
 Substantial  
 Significant  
 Critical  
 Strategic

**Give examples of impact: Decisions made in an emergency situation usually involve those outside the work unit and could have a major impact on the security of the students, staff, faculty and the community**

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**Budgetary Responsibility** (check one)

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- Not directly involved   
  Assists in developing/monitoring   
  Recommends portions of larger budget  
 Develops & manages formalized budget for functional area   
  Develops & manages multiple formalized budgets for dept.  
 Develops & manages budgets for the College

**Give specific examples of budgetary responsibility:**

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**Communication/Contacts** (check one)

- Exchanges info. w/supervisor or co-workers   
  Exchanges info. w/students, staff, faculty or external contacts for routine service  
 Exchanges info. for service on ongoing basis   
  Communicates to provide service, coordinate info. & collaborate; coordinates info. exchange  
 Interprets tech. info. or provides tech. or prof. advice   
  Persuades, influences, or leads others on strategic issues  
 Negotiates major issues; plans, develops & communicates College's mission & business strategies

**Give specific examples: As the "face of SMC" and first responder to emergency and non-emergency situations this position is responsible for direction of the faculty, students, staff and outside community. This position requires writing reports, communicating with internal and external constituencies.**

**Independence:** (check one) Amount of guidance typically needed for carrying out responsibilities:

- frequent supervision   
  periodic supervision   
  minimal supervision   
  guided by broad policies, precedents  
 guided by in-depth knowledge of College policies & short range plans; some guidance available   
  guided by in-depth knowledge of College policies & long-range goals; independently commits College to long range projects

**Give specific examples: There is a sergeant on each shift who directs and monitors work but routine tasks and procedures are done independently on a regular basis.**

**Supervision:** Does the position supervise or coordinate the work of others?   
 Yes   
 No

If Yes, Is a   
 specific function managed?   
 single department supervised/managed?   
 multiple departments supervised/managed?

Student Supervision?   
 Describe type of work done by student worker(s)

Number of students supervised

List the titles this position is responsible for supervising or managing:

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TITLE	FTE	Coordinate	Direct supervision
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

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		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

**QUALIFICATIONS:**

**Education: REQUIRED:** High school graduate or GED

**PREFERRED:**

**Experience:** (years required and applicable field of experience): possession of a valid guard card issued by the State Department of Consumer Affairs and/or three (3) years of military policy/security/law enforcement work; experience working in higher education or similar settings highly desirable; P.C. 832 certificate; graduation from police academy or 30 units of college course work in Administration of Justice, or a related field highly desirable

Excellent interpersonal and human relations skills; ability to work as a member of a team and exercise good judgment appropriate to the circumstances; ability to carry out verbal and written instructions; ability to maintain confidentiality of job related information; demonstrated ability to read and write; ability to prepare accurate and comprehensive reports; basic computer skills including word-processing and email;

**Skills/Abilities:** (e.g. computer skills, written & verbal skills, trades, laws, procedures, technical)

**Licenses & Certifications** (e.g. CPA, RN, etc.): **REQUIRED:** possess and maintain a valid Class "C" California Drivers License; current First Aid, AED, CPR certificates and prior supervising experience desirable

**PREFERRED:** P.C. 832

**Other Requirements:** (e.g. travel, weekend/evening work) regular overtime and special events on weekends and evenings.

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**Working Conditions:** Specify the physical, mental and environmental conditions of the **essential function/responsibilities** of the position. For each item below check one of the following codes:

"C" Constantly (6-8 hours per day); "F" Frequently (3-6 hours per day); "O" Occasionally (up to 3 hours per day); "N" Never

**Physical conditions:**

<p><b>C F O N</b></p> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bending [neck]	<p><b>C F O N</b></p> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Fine finger movement	<p><b>C F O N</b></p> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Reaching above/below shoulder
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bending [waist]	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Climbing	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Kneeling
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Pushing	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Pulling	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Sitting
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Standing	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Squatting	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Walking
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Twisting [neck]	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Twisting [waist]	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Data Entry 3-4 hours per day
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Foot Controls	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Hand Controls	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Other
<input type="checkbox"/> Left Ft. <input type="checkbox"/> Right Ft. <input checked="" type="checkbox"/> Both	<input type="checkbox"/> Left Hand <input type="checkbox"/> Right Hand <input checked="" type="checkbox"/> Both	

**Must carry/lift load of:**

<b>Carry</b>	<b>Lift</b>	<b>Carry</b>	<b>Lift</b>
<b>C F O N</b>	<b>C F O N</b>	<b>C F O N</b>	<b>C F O N</b>
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> up to 10 lbs	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> 25 – 50 lbs	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> 10 to 25 lbs	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> over 50 lbs	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>

**Mental Requirements:**

<p><b>C F O N</b></p> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Reading/Comprehending	<p><b>C F O N</b></p> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Writing	<p><b>C F O N</b></p> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Calculations
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Communicating Orally	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Reasoning/Analyzing	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Other

**Environmental Conditions:** (as a requirement of the position)

**C F O N**

    Exposed to excessive noise?
    Around moving machinery/equipment?
    Drives Motorized vehicles?
    Exposed to bio-hazards such as: blood borne pathogens, sewage, waste, etc.?
    Contact with water/liquid/chemicals? Type:
    Use of protective equipment? Type? mace, pepper spray, club
    Walk on uneven ground or elevated work site or confined spaces (circle all that apply).
    Exposed to dust, fumes, chemicals, radiation or microwaves? (circle all that apply)
    Exposed to variation in temperature and or humidity?

**Additional Information:** physically able to perform the duties of the position which include, but not limited to walking, running, standing and lifting.

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